

25X1A

[REDACTED]

8 January 1951

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Assistant Deputy Director, Administration

Appointment as [REDACTED]

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1. You are hereby appointed [REDACTED]

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2. You will proceed on temporary duty at the earliest practical date in accordance with authorized travel orders to [REDACTED] and assume the duties of the [REDACTED]

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3. In accordance with authority delegated to the [REDACTED], you are to undertake the following in connection with the activation of the [REDACTED]

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a. Make arrangements with the appropriate offices concerned on matters pertaining to Security, Personnel, Finance, Procurement, Transportation and Medical Services, in accordance with general instructions which will be issued to you by the Assistant Deputy Director, Administration, from time to time.

4. On arrival at your duty station the following matters are to be acted on in the order listed and in accordance with any special instructions to be issued to you by the Security Staff:

a. Introduction to local officials.

b. Register vehicles as required.

c. Employ local personnel for guard force and other custodial duties in accordance with the table of organization established.

5. Develop and implement fire protection plan.

6. With a member of the Physical Security Branch, develop and implement a plan for the physical security of the installation, including:

a. Construction of the necessary fencing.

b. Arrange for instruction of guard force personnel in the use and handling of firearms.

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Rescinded by Delegation of
Authority to Mr. [REDACTED]
fr DE/A, dtd 26 Feb 51

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7. Procure locally the necessary materials and labor to convert certain buildings to suitable warehouse and signal center space.

8. Develop supply, transportation, personnel and space requirements for both the Interim Use Plan and Basic Use Plan of the installation.

9. Provide for the safekeeping and accounting of all real and personal property of the installation.

10. Prepare and submit periodic progress reports to the Assistant Deputy Director, Administration, as required.

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Copies to:
General Counsel
A-DD/A-12F
Pers Director
Comptroller
Chief, Adm Svcs
Chief of Procurement
Chief, Medical Staff
DD/A